

HOW TO FILE A SUMMONS

- ◆ CONTACT CHAMBERS FOR PRE-TRIAL DATE AND TIME
- ◆ COMPLETE SUMMONS AND NOTICE OF PRE-TRIAL CONFERENCE *
- ◆ E-MAIL SUMMONS TO THE COURT AT
 - Manhattan: summonsnysb@ce2.uscourts.gov
 - White Plains: wp-intake_nysb@ce2.uscourts.gov
 - Poughkeepsie : pgh-intake_nysb@ce2.uscourts.gov
- ◆ COURT PERSONNEL WILL CONFORM SIGNATURES AND INSERT THE DATE ON THE BOTTOM PORTION OF THE SUMMONS
- ◆ COURT WILL DOCKET SUMMONS WITHIN 24 HOURS

NOTE: ENTER THE ADVERSARY PROCEEDING CASE NUMBER YOU RECEIVED WHEN YOU OPENED THE ADVERSARY PROCEEDING, IN SETUP E-MAIL NOTIFICATION. ONCE THE SUMMONS HAS BEEN DOCKETED, YOU WILL BE NOTIFIED AUTOMATICALLY, ENABLING YOU TO DOWNLOAD AND TIMELY SERVE THE SUMMONS.